



Swan Hill
District Health
my hospital



Respect – Professionalism – Caring – Committed – Collaboration

NURSES WANTED – WE NEED YOU

Applications are sought from suitably qualified & experienced Registered and Enrolled Nurses for the following positions:-

- **RN's Emergency, Acute Medical/Surgical Ward**
- **Midwives**
- **NUM Midwifery**
- **NUM Sub-Acute**
- **EN's Residential Aged Care (Two Campuses)**

Applications including the names of three referees should be forwarded to: Mr. Steven Wainwright, Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or email: employment@shdh.org.au

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.



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| Position: | Registered Nurse |
| Classification: | Grade 2 (YP3 – YP11) |
| Department: | Acute Ward |
| Reports to: | Nurse Unit Manager |
| Position Summary: | |
| Responsibilities: | <p><u>Patient Care:</u> Outcome:</p> <ul style="list-style-type: none"> • <i>Patient care complies with standards legal requirements and best practice guidelines and is delivered in a safe and harmonious environment.</i> <p>Performance Indicators:</p> <ul style="list-style-type: none"> • Provides direct nursing care to allocated patients. • Provides clinical information regarding patients to members of the health care team. • Liaises with other nursing medical and allied health professional staff to achieve high quality nursing care. • Conforms to Swan Hill District Hospital and Clinical Services Division policies and procedures. • Participates in patient handover. • Checks, records and administers medications according to regulations. • Reports incidents and accidents and completes documentation as required by Nurse Unit Manager/ Associate Charge Nurse. • Carries out other duties as delegated by the Nurse Unit Manager/Associate Charge Nurse. • Ensures the safety of patients, visitors and staff and the security of hospital property and equipment. • Ensures all care given is documented in a way that meets organisational and professional requirements. • Performs technical nursing activities to level of education and experience to optimise patient outcomes. • Supervises and assist enrolled nurse to ensure appropriate care for patients within the Ward. • Refrains from imposing personal values, attitudes or beliefs when making decisions and providing care. <p><u>Management:</u> Outcome:</p> <ul style="list-style-type: none"> • <i>The Unit is managed in an efficient and effective way in which optimises outcomes for residents, families and staff.</i> <p>Performance Indicators:</p> <ul style="list-style-type: none"> • Assumes charge of ward/unit when the Nurse Unit Manager or Associate Nurse Unit Manager is absent. • Attends and participates in the ward/unit meetings on a regular basis, and in patient/family care conferences as required. • Participates in orientation of new staff. <p>Assists with collaborative rostering.</p> <p><u>Education:</u> Outcome:</p> <ul style="list-style-type: none"> • The Ward provides a supportive environment conducive to teaching and learning. |

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| | <p>Performance Indicators:</p> <ul style="list-style-type: none"> Actively pursues professional development opportunities to maximise knowledge of contemporary nursing issues and current clinical practice. Assists with health teaching for outpatients and their families and significant others. <p>Legal Responsibilities: Functions in accordance with legislation and common law affecting nursing practice.</p> <ul style="list-style-type: none"> |
| Key Selection Criteria | <p>Essential:</p> <ul style="list-style-type: none"> Registered Nurse (division 1) with AHPRA. Understanding of evidence based nursing theory and practice. Knowledge and understanding of National Standards and Accreditation. Well-developed interpersonal and communication skills. Experience in acute medical, surgical & palliative care Computer literacy |
| Salary/Award: | Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2016-2020. |
| Infection Control: | <ul style="list-style-type: none"> Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines. |
| Continuous Quality Improvement: | <ul style="list-style-type: none"> Each staff member is expected to demonstrate a commitment to best practice. All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered. |
| Person Centered Care: | <p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p> |
| Just Culture: | All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved. |
| Hardwiring for Excellence Values - Standards of Behaviour | SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance. |
| Privacy and Confidentiality: | SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the |

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| | <p>Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p> |
| Mandatory Training: | All employees must be aware of and complete designated mandatory training within the required time frame. |
| Safety: | <p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures. |
| Review: | Completion of My Work Plan on a yearly basis. |
| Date Written Reviewed: | August, 1991 Revised April, 1994 Revised May, 1995 Revised January, 1998 Revised September, 1998 Revised March, 2000 Revised August, 2000 Revised November, 2000 Revised May, 2002 Revised July, 2004 Revised May, 2005 Revised May, 2006 Revised March, 2007 Revised March, 2011 Revised May, 2014 Revised April, 2018 |
| Managers Name: | Ms. Rose Hanns |
| Managers Signature: | |
| Employees Name: | |
| Employees Signature: | |

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, excerebration or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice:- (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:
Email address: employment@shdh.org.au
Phone: 03 50339315
Postal Address: PO Box 483 SWAN HILL VIC 3585